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AUTHOR Miller, Howard J.; And Others
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ABSTRACT

This document is a manual for a social work field placement program. The social work field placement is described as a learning experience designed to translate the students' interests, interpersonal abilities, and academic knowledge and theory into the capability of enabling others to solve problems. Expectations of skills to be learned in the field placement are listed. Guidelines and potential interest areas for two field placement classes are presented. Also included are a field placement contract form, policy statement on field instructors, an application form for fieldwork, instructional guidelines for preparing the fieldwork contract, performance evaluation forms, agency profile form, and field instructor profile form. (ABL)

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PROGRAM

Field Placement Manual

for

Social Work Field Placement I

Social Work Field Placement II

CG 019775

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PURPOSE OF FIELD PLACEMENT MANUAL

This field placement manual is written for prospective social work fieldwork students and field instructors. Its purpose is to provide clarity and direction to both parties on the purpose, structure, and functioning of the field placement program, as conducted by the Social Work Program at Mansfield State College. Directions are also provided on the responsibilities and expectations of the student, field instructor, and fieldwork coordinator. The ultimate objective of the manual is to strengthen communication and understanding among all parties in order to ensure the students' professional growth through his/her learning experiences.

Social Work Faculty

Laurance W. Miller, MSW, ACSW
Daniel P. Kasambira, MSW, Ph.D.
Howard J. Miller, MSW

INTRODUCTION

Field placement in Social Work is a learning experience designed to translate the students interest, interpersonal abilities and academic knowledge and theory into the capability of enabling others to problem solve. Students in field placement learn on the job skills defined in a supervisory relationship with professionals in the field.

Field instructors are trained by our faculty to provide educational supervision related to the specific goals and objectives of our Social Work Program.

On completion of the Social Work Internship Programs, students are expected:

A. To have and use knowledge of a variety of consumer groups, their rights, functional disabilities and basic needs for service.

B. To develop linkages between existing human resources and existing human needs.

C. To identify, integrate and apply social work ethics and values when relating to clients, colleagues and the general public.

D. To respect and appreciate differences among people of diverse cultural, racial, and ethnic groups, religious beliefs, age groups, political beliefs, sex and sexual preference.

E. To use effective communication and interactional skills within the content of helping relationships.

F. To utilize analytical skills and problem solving techniques in the identification, evaluation and treatment of the client's functional problems.

G. To demonstrate effective writing skills necessary to support case management and supervision as a means for work organization, information analysis and continued professional learning and growth.

H. To effectively advocate for changes in agency policy, service delivery, legislation and regulation so as to improve social conditions and improve service accessability.

I. To assess and evaluate their own social work practice needs for continued professional growth and development.

Field Placement Process

The field experience begins with the declaration of intention to major in social work. Such declaration is a part of the matriculation process or may be effected by a petition to transfer majors or programs. The petition should contain statements of reason for electing a social work major. Students seeking to transfer into the program will be approved for such transfer after discussion with the departmental chairperson.

Social Work Field Placement I provides students the opportunity to confirm their career interests and begin to assess their interpersonal and relationship skills. Social Work Field Placement II addresses the development of skills necessary to work with social services consumers.

SWK 252 Social Work Field Placement I

Application for Social Work Field Placement I (SWK 252) is contingent upon completing 31 semester hours of earned credit maintaining a 2.00 average by the end of the second semester, completing the appropriate course work in accordance with the established Social Work Program sequence, (See Student Advising Manual) and stating a career interest. (e.g. children, aging, mentally ill, etc.)

SWK 252 is designed to be an independent experience negotiated by the student with a social agency that provides services similar to the student's career interests. Students are expected to work three weeks full time (120 hours) in their selected agency during the December-January recess. SWK 252 will be recorded as part of the spring semester course load and grades will be received at the end of that semester. Students with special needs may work two half days each week during the regular semester to fulfill their requirements.

The purposes are as follows: to gain specific and practical information regarding operation of a social service program; to learn the role of the social worker and other professional workers in that program; and, gain an understanding of the consumers served in that program. These experiences will assist students to confirm their interests and allow time to refocus their choice in another area of service.

Selection for placement may be made from the following areas of interest:

A. Child and Youth Services
B. Community Services
C. Crisis Programs
D. Drug and Alcohol Services
E. Employment Services & Personnel
F. Family Planning
G. Family Service Agencies
H. Health Services
I. Mental Health Services
J. Mental Retardation Services
K. Pastoral Counseling
L. Penal Institutions
M. Probation, Parole & Correctional Programs
N. Public Welfare Services
O. Services for the Aging
P. Social Security
Q. Welfare Rights Organization

Students will record their activities using a daily log and submit their log to the faculty advisor by the end of the semester.

Students will submit three papers that:

A. Describe the agency and/or service in which they are placed including statements of mission and objectives, programs, staff and funding sources.

B. Describes the work being performed by a social worker (or caseworker) in that service.

C. Describes their own motivation to pursue a career in the service of placement.

Grades will be assigned on the basis of a subjective evaluation of the daily log and three papers submitted. Each submission will be evaluated for neatness, detail, clear writing and organization of material. Grades will be assigned by faculty who may choose to consult with the agency supervisor.

MANSFIELD STATE COLLEGE

SOCIAL WORK PROGRAM

Field Placement Contract: SWK 252

Agency _____
Name Telephone No.

Director/Supervisor _____
Name Telephone No.

Student _____
Name Telephone No.

Date: _____

Field Work I is an opportunity for students to explore and confirm their interests in a selected field or area of social work practice. The agency agrees to:

A. Provide access to agency facilities

B. Allow time for the student to interview employed social work staff for the purpose of determining their role within the agency's program.

C. Allow the student, where appropriate, to participate in client activities.

D. Verify the student's time spent in the agency.

The social work student is expected to identify an appropriate agency for their internship and to negotiate with the appropriate director or supervisor the conditions of the internship. Students are expected to offer their skills to the agency as compensation for the experiences received. Such skills may include typing, filing, making coffee, janitorial services, decorating or such other activity as the director or supervisor deem appropriate.

This form is to be completed prior to registering for SWK 252.

_____
Student's Signature

_____
Agency Director/Supervisor

_____
Chairperson, Department of Sociology, Social Work and Criminal Justice

SWK 452 Social Work Field Placement II

Social Work Field Placement II is designed to develop the student's competencies measured against the expected educational otucomes. Thus students are assigned to a one semester (15 week) field placement where they receive a hands-on experience under the supervision of a member of the professional staff of a selected social agency or program. The field experience is closely guided and monitored by a member of our faculty who meets regularly with students in placement and field instructors for the purpose of providing educational support services to both.

Application for Social Work Field Placement II is made during the fall of the junior year by completing the initial application questionnaire and discussing with the advisor, career interests and current level of knowledge and skills. If questions arise by department members (concerning your application), the student may be requested to attend a department meeting to discuss their application directly with the faculty. Students must complete course work in SWK 241, SWK 349 and SWK 350 with a minimum grade of (C) and have earned 95 semester hours of credit.

Students will receive tentative approval by the department and assignment to a block field placement that will occur during the summer or fall following completion of the sixth semester. Final approval for placement depends on:

1. Recommendation by faculty teaching SWK 349.
2. Recommendation by faculty teaching SWK 350.
3. Recommendation by faculty coordinator of field work after a personal interview.
4. Agreement by agency, designated field instructor and the student following a personal interview during the final weeks of the sixth semester.

Expectations of the field placement are as follows:

Purpose:

The field placement offers the student an opportunity to apply the theory of Social Work to the practice of Social Work. Special attention is given to the development of helping skills such as interviewing skills, personal needs, assessment skills, writing skills and processes that enable consumers to problem solve. Students will gain a thorough understanding of a specific consumer group and a social service delivery system as well as a broad range of community services available to consumers during the 15 week field placement.

Assignments for placement will usually be made in one of the following settings:

A. Child and Youth Services
B. Community Services
C. Crisis Programs
D. Drug and Alcohol Services
E. Employment Services & Personnel
F. Family Planning
G. Family Service Agencies
H. Health Services
I. Mental Health Services
J. Mental Retardation Services
K. Pastoral Counseling
L. Penal Institutions
M. Probation, Parole & Correctional Programs
N. Public Welfare Services
O. Services for the Aging
P. Social Security
Q. Welfare Rights Organization

Placements will be for one semester and students will work full time under the direction of professional social service personnel designated as field instructors.

Logs of daily work performed will be submitted to faculty each week.

One major paper will be completed by the end of the semester and may address such issues as consumers' needs, availability of services, a self-evaluation, a critique of the agency and/or other issues specified by faculty.

Grades will be assigned by faculty in consultation with and after recommendation by a field instructor. Written materials will be evaluated for neatness, clarity and organization. It is the policy of the Department of Sociology, Social Work and Criminal Justice to grant letter grades (A, B, C, F) based on the performance evaluation and written materials submitted during the field placement. By so doing, the Department recognizes and supports the value of experience in the learning process as equivical to classroom performance and learning.

MANSFIELD STATE COLLEGE

SOCIAL WORK PROGRAM

POLICY STATEMENT

ON

FIELD INSTRUCTORS

Field Work II requires that students have opportunities to acquire personal helping skills, awareness of one or more consumer groups, awareness of one or more social service systems and self awareness in their relationships with others. Thus, social work supervision requires a supervisor to be knowledgeable of task oriented, educational and supportive supervisory skills that promote personal growth and development of professional social work values and skills. Field Instructors are also expected to be knowledgeable of the profession of social work, its values, structures and methods.

The relationship between the Field Instructor and the student should develop mutual trust and respect as a base for growth and learning. A minimum of one uninterrupted hour of supervision weekly will allow trust and respect to develop. Mutual agendae in advance of each meeting is an efficient method for developing high quality relationships.

Mutual trust and respect between Field Instructors, their agencies and the social work program is also necessary in order to maintain a quality fieldwork experience. Social Work Program staff are committed to facilitating those relationships by maintaining communications that allow for a free exchange of information. One meeting each semester for all Field Instructors, one visit to the agency each semester, periodic opportunities for the agency to evaluate the field placement program and availability of faculty to receive concerns regarding students in placement will support those relationships. One faculty member will be assigned quarter time responsibility for each seven to ten students in field placement.

Mansfield State College and the Social Work Program recognizes the committment of time invested by the agencies for training students. With gratitude for those agencies that hold a professional committment to provide opportunities for our students, field instructors will be provided:

A. Appointments by the Chairperson to the position of Social Work Field Instructors

B. Faculty Access to Facilities
   1. Parking
   2. Library
   3. Gym
   4. Activities Calendar

C. Participation in courses offered, without fee, for no credit subject to space limitations and with the consent of the instructor.

D. Training in supervisory skills and processes developed by the Social Work Program.

The social work program has specified criteria for selecting placement agencies and field instructors as follows:

I. CRITERIA FOR SELECTION OF FIELDWORK AGENCY

A. A commitment to social work education and a climate for student learning.

B. A range of learning experiences available to students to demonstrate competencies in areas defined as the social work department's expected educational outcomes.

C. Provision of social services through recognized standards of social work practice, values, and ethics.

D. Competent staff and adequate resources.

E. Knowledge and acceptance of field instructional objectives of the social work department.

F. Willingness to give fieldwork students responsibilities appropriate for the entry-level professional social worker.

II. CRITERIA FOR SELECTION OF FIELD INSTRUCTORS

A. A master's degree in social work from an accredited school of social work is desirable but major concentration is placed on experience, practice area, and competence.*

B. A minimum of two years of successful social work practice.

C. Ability to carry responsibility for teaching, and to provide adequate supervision of student's field experience.

D. Knowledge and application of professional social work values and ethics in the delivery of social services.

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*Additional supervision will be provided to the social work intern when the field instructor does not possess the master's degree in social work (M.S.W.).

E. Knowledge and acceptance of the social work program's educational outcomes.

F. A commitment to social work education, along with the interest and ability to provide learning experiences to meet the educational outcomes of the student and the program.

G. Knowledge of community resources, and community's need for services provided by the agency.

H. Ability to work cooperatively with the social work faculty to provide a meaningful field experience for the student.

Students who are employed in social work settings while in the program may arrange to use that agency as a fieldwork setting, if the requirements stated in this section can be met, and if a learning contract can be negotiated that will meet the program's expected educational outcomes. It will be necessary for new learning experiences to be included, so that the fieldwork will involve more than a continuation of paid employment.

Great care is used in the selection and approval of field instructors. The intent is to select individuals and settings that exemplify high standards in professional social work practice consistent with those of the program's curriculum, faculty, and objectives, and with the standards of the Council on Social Work Education.

DEPARTMENT OF SOCIOLOGY, SOCIAL WORK AND CRIMINAL JUSTICE
MANSFIELD STATE COLLEGE
MANSFIELD, PENNSYLVANIA 16933

SOCIAL WORK STUDENT PROFILE AND APPLICATION FOR FIELDWORK

Name _____ Date _____

Street Address _____ Area Code/ Phone _____

City/State _____ County _____ Zip _____

Birthdate/Age _____

Do you have a Valid Driver's License? _____ An Available Car? _____

I. Academic Data

A. Minor or Other Major (specify) _____

B. Academic Rank Junior _____ Senior _____

C. Grade Point Average _____

D. Graduation Date (Semester and Year) _____

II. Experiences and Learning Expectations

A. Past and current social work experiences:

_____

_____

_____

_____

B. Present social work skills and knowledge:

_____

_____

_____

C. Learning objectives to be achieved from fieldwork experience:

_____

_____

_____

_____

D. Career objectives in professional social work practice:

_____

_____

_____

_____

E. Additional Comments (Any factors which should be taken into consideration in arranging your fieldwork experience):

_____

_____

_____

_____

_____
(Signature of Social Work Student)

_____
(Signature of Fieldwork Coordinator)

_____
Assigned Summer Fall
Year _____

INSTRUCTIONS FOR REGISTERING FOR AN INTERNSHIP

Registration for an Internship (Field Experience, Pre-Professional Experience, Practicum, etc.) is to be completed prior to the first day of classes in a given semester or summer session. Each student is to complete the following steps prior to that day or no credit may be granted by Mansfield State College for that internship experience.

1. Filing of "Permission to Register for Internship" form (6 copies)
2. Payment of tuition
3. Payment of CCSI and other fees
4. Filing of housing information
5. The data card should be mailed to the Registrar's Office or hand delivered on or before registration day.

   (Mail to: Registrar, Home Economics Center, MSC, Mansfield, Pennsylvania 16933)

INSTRUCTIONAL GUIDELINES

FOR

PREPARING THE FIELDWORK CONTRACT

Fieldwork Program
Social Work Program
Mansfield State College
Mansfield, PA 16933
1-717-662-4458

PURPOSE AND ORGANIZATIONAL FORMAT OF THE FIELDWORK CONTRACT

The purpose of the fieldwork contract is to describe the processes and agreements by which the learning objectives chosen by the student will be used to measure and demonstrate the competence he/she has obtained in the expected educational outcomes of the social work department.

Each student must complete an approved fieldwork contract before he/she can register for the field instruction course SWK 452 - Fieldwork II, and be permitted by the social work faculty to begin their experience. The fieldwork contract must be typed and prepared according to the outline below.

FIELDWORK CONTRACT

I. GENERAL AGREEMENT CLAUSE

Use brief sentences to state:

A. Fieldwork Setting
(The name and address of the agency for which you've contracted your fieldwork.

B. Designated Field Instructor
(The name of your prospective Field Instructor(s) and the agency phone numbers.)

C. Contact and Termination Dates
(When you plan to start and end your fieldwork with the agency.)

D. Weekly Schedule
(Generally state the days and times of the week you will be at the agency.)

E. Hours
(The total number of hours you will spend at the agency and conditions under which make-up time will be accounted for if necessary.)

II. RATIONALE FOR SELECTING AGENCY

In standard paragraph form state:

(Why the agency was chosen and how the experience will contribute to your professional and career interests and objectives in social work.)

III. RESPONSIBILITIES OF FIELDWORK PARTICIPANTS

Include the role responsibilities which you (the intern), the social work department, and the fieldwork agency will be entrusted to carry out during the field instruction period. These responsibilities are explicitly stated on p. 23 and must be included in the fieldwork contract. Each intern must seek their field instructor's approval of these role responsibilities. Mutual agreement must be reached between all parties in cases involving the altering or exclusion of these role responsibilities or the inclusion of additional ones proposed by either party.

IV. LEARNING OBJECTIVES AND EXPERIENCES

Generally and briefly state what you will be doing in the fieldwork agency, and what service and agency duties you will have. Then, define one or more specific learning objectives for each of the expected educational outcomes of the social work department at MSC (on p. 1). You are encouraged to define personal educational objectives of your own, but these must be in addition to those which are required, not a substitute for them.

State each learning objective and describe at least two learning experiences (tasks, activities, or expectations) you will undertake to achieve each learning objective.

Follow the format given below:

A. Expected educational outcomes of Social Work Department and/or Student.

1. Learning Objective
(Exact statement of the objective)

a. Learning Experience
(These should be as explicit as possible)

b. Learning Experiences

2. Learning Objective

a. Learning Experience

b. Learning Experience

B. Expected Educational Outcomes of Social Work Department and/or Student.

1. Learning Objective

a. Learning Experience

b. Learning Experience

V. TERMINATION CLAUSE

State the conditions under which the agency, student, or social work department can terminate the fieldwork, if unresolvable problems develop. This information is explicitly stated on p. 22 and it must be included in the fieldwork contract.

VI. MONITORING AND EVALUATION

Briefly describe how your field instructor and fieldwork coordinator will monitor and evaluate your fieldwork experience. This includes the information on p. 20, and the agreements with the field instructor on how specific learning experiences will be evaluated.

After a tentative draft of the fieldwork contract has been approved by the fieldwork coordinator, the student must:

1. Type the contract in its final form.

2. Make three copies of the contract, sign it, and then get the approval signatures from their field instructor, chairperson and fieldwork coordinator, respectively. Be sure to attach a contract cover page for each copy of the contract (see page 17).

3. The student should provide a copy of the contract to their field instructor, seminar coordinator, and fieldwork coordinator, plus they should keep a copy for themselves. (Refer to the lower left corner of the cover page for further instructions.)

Only when these procedures have been followed will the student be able to begin to start their fieldwork experience.

SOCIOLOGY, SOCIAL WORK AND CRIMINAL JUSTICE
ADMINISTRATION DEPARTMENT

MANSFIELD STATE COLLEGE

MANSFIELD, PENNSYLVANIA 16933

FIELDWORK CONTRACT COVER

198__, _____ Semester

Field Instruction Course Number: SWK 452

Field Hour Total: _____, or ____ Credit Hours

Student's Name _____ Agency Name _____

Street Address _____ Street Address _____

City/State/ZC _____ City/State/ZC _____

Phone/Ext.: _____ Phone/Ext.: _____

APPROVAL SIGNATURES

Student: _____

Field Instructor: _____

Fieldwork Coordinator: _____

Department Chairperson: _____

EXAMPLES OF LEARNING OBJECTIVES

FOR

THE FIELD INSTRUCTION COURSE: SWK 452 FIELDWORK II

1. Knowledge Concentration
   a) Develop knowledge of counseling and interviewing skills and techniques
   b) Develop knowledge of case and task management skills required to limit burn-out, work disorganization, the loss of time, and the misuse of resources and practice skills.
   c) Develop knowledge of working with clients and staff workers of diverse social, cultural, ethnic, and racial backgrounds.
   d) Develop knowledge of the effects personal and community values have on practice and service delivery to clients.
   e) Knowledge of the effects that policy has on staff performance and client needs.
   f) Develop knowledge of the functional and structural characteristics of a select social service program.
   g) Develop knowledge of a select client population and the services for which they are eligible.
   h) Develop knowledge of local community resources and services and assess their proper use for client needs.

2. Skills Concentration:
   a) Utilize interpersonal skills in forming and maintaining working relationships with clients and staff.
   b) Perform the change agent and advocate role in response to the need of clients.
   c) Identify and apply social work values and ethics in practice.
   d) Assess the impact of one's personal values on their social work practice with clients.
   e) Identify community resources for the purpose of making referrals and forming action systems.
   f) Develop and assess one's practice with the use of major concepts and models of social work practice.
   g) Accept and use constructive feedback/criticism to guide and improve one's social work knowledge and practice skills.
   h) Analyze the agency as a formal organization and social service delivery system.
   i) Assess the impact of the agency's administrative procedures and policies on the staff's practice and the client's needs.
   j) Make informal policy decisions based on an understanding of agency policy.
   k) Assess the impact that the community's values and norms have on the agency's approach to delivery.
   l) Analyze and assess a client's problem and need for treatment.

SELECTING THE LEARNING OBJECTIVES AND EXPERIENCES

FOR

SWK 452 FIELDWORK II

I. Learning Objectives

Before writing the learning objectives for the contract, the student should consider the following:

A) The social work knowledge and/or practice skills to be achieved by the end of the field experience.

B) His/Her social work abilities, length of time in the field, and the resources of the agency which could aid toward achieving the objectives.

C) The constraints of time and energy. No one can take on everything an agency has to offer. The student must establish priorities based on his/her needs and objectives.

The student should then proceed to write his/her learning objectives. They should be written in complete sentence form, beginning with the word "To..." e.g. "To apply personality theory in assessing the behavior of aggressive female inmates." Generally, the second word in the sentence should be an action verb that depicts what the student will actually do.

II. Learning Experiences

Learning experiences are tasks or activities which are designed to enable students to achieve their learning objectives. The field instructor must be consulted by the student in the selection of the learning experiences; these must later be approved by the fieldwork coordinator. Only learning experiences which provide direct contact and practice experiences with clients, staff, agency, and the community will be considered.

Students should not consider learning experiences which involve non-professional activities such as filing material, bookkeeping, receptionist and secretary duties, or transportation services for clients. Also, no learning objective should rely totally on learning experiences which are based on the reading of office or reference materials. This is especially important when negotiating with settings that are relatively new to the program.

Finally, after selecting learning objectives and experiences, students must obtain both the approval of the fieldwork coordinator and their prospective field instructor. The final list of approved learning objectives may then be included in the contract.

WRITING THE LEARNING OBJECTIVES AND EXPERIENCES

The following steps should be applied when writing the learning objectives and experiences for the fieldwork contract:

Step 1 - State the expected educational outcome from which the proceeding Learning Objective has been derived.

Step 2 - State the Learning Objective(s) that will be directed at demonstrating mastery and professional competence in the previously stated expected educational outcome.

Step 3 - State the Learning Experiences, at least 3, that you will perform in your efforts to achieve the previously stated Learning Objective.

NOTE: This process should continue in connection to each Learning Objective you assign to an expected Educational Outcome.

Expected Educational Outcome

A. To utilize analytical skills and problem solving techniques in the identification, evaluation and treatment of the client's functional problems.

Learning Objective

1-A. To analyze and assess a client's problem(s) and need for treatment.

Learning Experiences

1. I will perform in-take and follow-through services with clients assigned to my caseload.

2. I will prepare a case analysis on each client, providing my analysis and assessment of conditions contributing to the client's problems.

3. I will prepare a treatment plan for my clients, providing my assessment of the corrective actions and services needed to rehabilitate the client or minimize the severity of his/her problem(s).

MONITORING AND EVALUATING THE FIELDWORK EXPERIENCE

The Social Work intern's field experience will be monitored and evaluated according to the conditions listed below, and they should be included in the fieldwork contract.

1. Weekly review conferences between the field instructor and social work intern (a minimum 60 minute conference, once a week).

2. Timely communication and availability of fieldwork coordinator to address issues and concerns raised by either the field instructor or social work intern.

3. Completion of a mid term and final term performance questionnaire by (a) the field instructor and the fieldwork coordinator, and (b) the student social worker on the field instructor, agency and fieldwork coordinator.

4. Mid-term and final term conferences by the fieldwork coordinator with the field instructor and student social worker.

5. Completion of a performance report by the student social worker, providing a summary description of the knowledge they've acquired and an analysis on the achievement of their learning objectives via their fieldwork(learning) experiences.

6. Completion of a final term evaluation form by the field instructor followed by his/her sharing and discussion of the same with the student social worker within the final two weeks of the fieldwork experience.

7. Final grading for the student social worker's field experience will be made by the fieldwork coordinator in consideration of the grade recommendation from the field instructor.

Field instructors must be approached by the student social worker and asked to grant their approval of these conditions. Any questions regarding the exclusion of any of these conditions, or the inclusion of additional ones should be addressed to the fieldwork coordinator.

TERMINATION OF THE FIELDWORK CONTRACT

The fieldwork contract can be terminated by either the student (intern), fieldwork agency, or social work program consistent with the conditions listed below. Also, these conditions should be included in the fieldwork contract.

A. Agency

1. When the student has completed the required 600 hours or the total of hours agreed to in the fieldwork contract.

2. If the agency determines that the student is not following the terms of the fieldwork contract.

3. If the agency determines that the Social Work Program is not following the terms of the fieldwork contract.

B. Student

1. If the student determines that the fieldwork agency is not following the terms of the contract to the extent that learning objectives cannot be attained.

C. Social Work Program

1. If social work faculty determine that the agency is not enabling the student to fulfill learning objectives.

2. If social work faculty determines that the student is not following the terms of the contract to the extent that learning objectives cannot be attained.

ROLE RESPONSIBILITIES OF FIELDWORK PARTICIPANTS

A. Responsibilities of Student Social Workers:

1. To meet the responsibilities placed upon any student who is representing the college and social work department in the community.

2. To arrange with the fieldwork agency his/her schedule of time for the field experience, consistent with the social work department's requirements and the college's schedule.

3. To meet all requirements the fieldwork agency sets for social work interns or employees.

4. To arrange transportation to and from the agency.

5. To assume full responsibility for committments made to the field work agency.

6. To keep a weekly log on field work experiences.

7. To attend group and/or individual conferences with field seminar instructor, as arranged in the fieldwork contract.

8. To complete an approved fieldwork contract and all other required documents prior to and during the social work field placement.

9. To practice within the framework of the social work profession's code of ethics.

10. To complete and turn in all written assignments required during the social work field placement.

11. To take an assertive and responsible attitude to achieve the learning objectives agreed to in the contract.

12. To respect the confidentiality of both clients and agency.

13. To meet agency requireemtns for social work interns.

14. To promptly notify faculty if problems arise in the agency.

B. Responsibilities of Agency and Field Instructor:

1. There is no financial obligation on the part of the agency. It is suggested that mileage reimbursement be provided for assignments benefiting the agency involving the use of student's personal vehicle.

2. To provide the student with experiences which will meet the learning objectives as contained in the fieldwork contract.

3. To hold the student responsible for assignments made by the agency in terms of time, attendance, or other agency requirements.

4. To provide an experienced staff person as a resource person for the student who will act as his/her field instructor.

5. To provide opportunities for supervision of the students. This could be through individual conferences, joint conferences, staff meetings, or any other means.

6. To provide an evaluation of the student in a form supplied by the social work program.

7. To promptly notify the faculty if problems arise in the fieldwork experience.

C. The Responsibility of the Social Work Department of the College is:

1. To provide information to the agency regarding the general purposes, goals, and social work curriculum;

2. To inform the agency of what the student is learning in the classroom and expected to know;

3. To provide the agency with the student evaluation forms and questionnaires;

4. To assign a faculty member as a liaison person to the placement and to the student;

5. To assume final responsibility for interpreting student responsibilities to the student;

6. To assume final responsibility for evaluating the student, placing major emphasis on the evaluation made by the placement agency;

7. To provide a field manual that contains a complete description of the expectations and objectives of the field program;

8. And to direct and coordinate the placement process and to assist the student in negotiating the fieldwork contract with the agency.

Preparation Criteria for the:

SELF-STUDY PERFORMANCE ANALYSIS IN FIELDWORK II

Topics and Subject Content

I. Introduction (Limit to 1 Page)
   A. Rationale for selecting agency
   B. Purpose of the performance analysis paper
   C. Format of the paper
   D. Value of the paper to you

II. Description of Agency and Services (Limit to 1-2 pages)
   A. Agency goals and objectives
   B. Organizational structure
   C. Clients and their problems of social functioning
   D. Available client services
   E. Applied therapeutic methodologies, values, and strategies for service delivery
   F. Major areas of service (1) effectiveness and (2) ineffectiveness

III. Competence Evaluation of the Expected Educational Outcomes (Limit to 7-9 pages)

   A. Identify each Expected Educational Outcome (EEO) stated in your field placement contract and provide an analysis of learning experiences you encountered which contributed to your efforts to achieve the learning objectives related to each specific EEO. Concurrent with this effort, you should rank your analysis of the EEO's in the order of their value and contribution to your professional social work journal/log to document comments made in your performance analysis.

IV. Practice Areas Requiring Extended Professional Growth and Development (Limit to 2-3 Pages)

   A. Identify at least five practice areas focusing on specific social work knowledge, skills, and techniques in which you possess practice limitations, and briefly describe how they represent limits in your practice ability and why you feel you need extended practice experience and development in these specific practice areas.

V. Value of Field Experience to Career Plans and Objectives (Limit to 1-2 Pages)

   A. Briefly describe the value of the field experience to your vocational and educational career plans and objectives following your graduation from college.

Typing Instructions

1. Length of paper, 12-16 pages
2. Use white bond typing paper 8½x11 inches (Onion-skin paper not accepted)
3. Double-space typed pages
4. One-inch margins, corner to corner
5. Footnote page
6. Stapled bindery
7. Cover page which includes in the center

A Self-Study Performance Analysis
of
Your Name
at
Your Agency and Address
Month, Date, Year

Completion of Assignment

After typing the Performance Analysis:

(1) Present the original paper to your field instructor for his/her signature to confirm their reading of the document.

(2) Next xerox three copies of the original paper; give one to your field instructor and you keep one.

(3) Submit the original paper and a xerox copy of the paper to your Field Work Coordinator a week before the completion of the field placement experience.

SOCIAL WORK PROGRAM

PERFORMANCE EVALUATION FORM

SWK 452 FIELD PLACEMENT II

Student: _____ Agency: _____

Supervisor: _____ Evaluation Period _____ to _____

Provided below is a chart designed for your use in evaluating the performance of the student who is presently doing his/her field placement in your agency. Your objective evaluation will contribute significantly toward the determination of a grade and will also serve to point out the student's strengths and weaknesses. Additional comments are also encouraged.

I. Overall General Rating:

A. Personal Qualities	Excellent	Good	Average	Below Average	Unsatis-factory	Not Applicable
1. Poise and stability	____	____	____	____	____	____
2. Sense of responsibility	____	____	____	____	____	____
3. Initiative	____	____	____	____	____	____
4. Ability to organize and carry out tasks	____	____	____	____	____	____
5. Sensitivity to others	____	____	____	____	____	____
6. Awareness	____	____	____	____	____	____
7. Ability to communicate ideas Verbally	____	____	____	____	____	____
In writing	____	____	____	____	____	____
8. Leadership ability	____	____	____	____	____	____
9. Judgment	____	____	____	____	____	____
10. Emotional maturity	____	____	____	____	____	____

COMMENTS:

B. Relationships	Excellent	Good	Average	Below Average	Unsatis-factory	Not Applicable
1. Makes effective use of supervision	____	____	____	____	____	____
2. Relates with and learns from staff	____	____	____	____	____	____
3. Establishes and maintains meaingful relationships with clients	____	____	____	____	____	____
4. Makes appropriate referrals to other agencies	____	____	____	____	____	____

COMMENTS:

C. Knowledge and Skill						
1. Applies classroom theory to placement experience	____	____	____	____	____	____
2. Demonstrates interviewing skills	____	____	____	____	____	____
3. Recognizes symptomatic behavior	____	____	____	____	____	____
4. Maintains case records and writes reporting letters	____	____	____	____	____	____
5. Adheres to professional values and code of ethics	____	____	____	____	____	____

COMMENTS:

	Excellent	Good	Average	Below Average	Unsatis-factory	Not Applicable
D. Identification with Agency						
1. Understands agency functions and purposes	____	____	____	____	____	____
2. Demonstrates ability to interpret agency program to others	____	____	____	____	____	____
3. Actively participates in staff meetings and conferences within agency	____	____	____	____	____	____
4. Shows ability to identify with clientele of agency	____	____	____	____	____	____

COMMENTS:

E. Participation in Broader Social Welfare Experience						
1. Understands social problems issues and community needs	____	____	____	____	____	____
2. Manifests awareness of total community resources	____	____	____	____	____	____

COMMENTS:

III. Additional Comments:

A. In order to enhance student growth, please comment further on all ratings below average or unsatisfactory.

B. Please give your opinion of the student's potential for social work.

C. If there were an opening in your agency for a worker with a baccalaureate degree, would you recommend that this student be given the position.

_____ Yes Explanation: _____

_____ No _____

_____

Date _____ Supervisor's signature _____

Student's signature _____

DEPARTMENT OF SOCIOLOGY, SOCIAL WORK AND CRIMINAL JUSTICE ADMINISTRATION
MANSFIELD STATE COLLEGE
MANSFIELD, PENNSYLVANIA 16933

AGENCY PROFILE

Month/Year _____

AGENCY INFORMATION

Agency Name _____

Address _____
Street City County State Zip

Agency Director _____ Phone _____

Field Instructors 1. _____ 2. _____

3. _____ 4. _____

1. Agency Setting: Public _____ Private _____

2. Agency Funding: Public Only _____ Private Only _____ Both of these _____

3. Service Area:
_____Township
_____City-wide
_____County-wide
_____Regional/District wide
_____State-wide
_____Nation-wide
_____International

4. Client Caseload Per Worker (If applicable)

_____Under 10 p/w
_____Between 10-20 p/w
_____Between 20-40 p/w
_____Between 40-60 p/w
_____Between 60-100 p/w
_____More than 100 p/2

5. Population Area Served:

_____Under 2,500
_____Between 2,500-10,000
_____Between 10,000-50,000
_____Between 50,000-100,000
_____Over 100,000

6. Client Characteristics
Mark more than one if needed

_____Low-income
_____Middle-income
_____White
_____Black
_____Other Minority
_____Rural
_____Urban
_____Suburban
_____Other
_____
_____

7. Size of Agency Staff:

_____Number of Staff
_____Number of BSW's
_____Number of MSW's
_____Number of Other Degrees

8. Client Population Served:
Mark more than one if needed

_____Aged (over 65)
_____Pre-school
_____Elementary Children
_____Teenagers
_____Single Adults
_____Families
_____Young Adults
_____All Ages
_____Other _____
_____
_____

9. Agency Services:

_____Child Welfare
_____Family Welfare
_____School Social Work
_____Medical Social Work
_____Mental Health Social Work
_____Corrections
_____Drug/Alcohol Abuse
_____Income Assistance
_____Other _____
_____
_____

Is an automobile essential: _____ Yes _____ No

Briefly state the functions/purposes of the agency: _____

_____

_____

_____

_____

_____

Briefly state the kinds of learning experiences students may expect: _____

_____

_____

_____

What personality traits must the student possess: _____

_____

_____

_____

What basic practice skills and knowledge must a student possess: _____

_____

_____

_____

Who shall the student contact in order to discuss setting up a practicum:

_____

_____

Comments: _____

_____

Mail to:

Field Work Coordinator
Sociology and Social Work
Mansfield State College
Mansfield, PA 16933

DEPARTMENT OF SOCIOLOGY, SOCIAL WORK AND CRIMINAL JUSTICE ADMINISTRATION
MANSFIELD STATE COLLEGE
MANSFIELD, PENNSYLVANIA 16933

FIELD INSTRUCTOR PROFILE

Date: _____

Name: _____

Agency Name: _____

Agency Address: _____

Phone Number: _____

Your position with the Agency: _____

Time in this position: _____

Other positions in this Agency: _____

How long have you been with the agency: _____

Other Social Work experience

_____

_____

_____

Have you served as a Field Instructor for Social Work students in the past?
Please describe: _____

_____

_____

_____

Briefly assess your strengths as a Field Instructor: _____

_____

_____

_____

Areas of specific expertise and competence, practice interests which you can impart to fieldwork students: _____

_____

_____

What type(s) of Learning Experiences and activities can you provide for Social Work Fieldwork Students? _____

_____

_____

_____

What would be necessary for the student to prepare for a field placement in this setting? _____

_____

_____

_____

_____

MANSFIELD STATE COLLEGE
SOCIAL WORK PROGRAM

LIABILITY RELEASE AGREEMENT

STUDENTS:

Students at Mansfield State College are not insured by the College. The implications of this are:

1. Students have no accident or liability coverage during their field experience unless they regularly carry such insurance as individuals.
2. Any liability or other coverage for students is a matter for their individual choice and action.
3. Information regarding the purchase of liability insurance by the student is available and can be received by requesting same from Social Work Faculty.

I HAVE READ AND UNDERSTAND THE LIABILITY INFORMATION ABOVE.

SIGNED _____

DATE _____